

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS/CONTRACTORS

TITLE	National Consultant - Child-responsive budget analyst	
Requesting Section	Social Policy	
Type of engagement	Consultant	
Selection method	Competitive selection [advertisement]	
Start/End date	14-Aug-24	01-Aug-25
Duration <i>[up to 36 months without mandatory break-in-service]</i>	Up to 11.5 months	
Duty Station	Ukraine	
Number of working days	163 days	
Terms of payment	Upon completion of each deliverable according to schedule	

Background:

UNICEF is committed to supporting the Government of Ukraine in maximizing the efficiency and effectiveness of public social spending, with a focus on children's needs. Protecting children's rights and fostering an environment for the development of children, youth, and vulnerable people is UNICEF's goal. This consultancy addresses incorporation of child-responsive and human-centric approach in financial management and budgeting in key social sectors: education, healthcare, social and child protection, and environmental protection. UNICEF aims to expand access to inclusive, quality education and early learning, improve water and hygiene in war-affected regions and communities, and strengthen social well-being through services and family-based care for orphans. Ensuring of high-quality services in these areas is hardly possible without appropriate financial resources allocated, budgeting and financial management based on the principles of good governance principles

With decentralization, the role of local budgets in providing social benefits, especially for children and youth, is growing significantly. Effective management of hromada budgets requires systematic evaluation using a gender-oriented approach to identify optimal allocation and usage of funds, as well as to pinpoint gaps and weaknesses in public financial resource management. This analysis helps determine how well the needs of children and youth are being met, identify inefficient budget programs, assess the potential for attracting additional resources, and optimize expenditures by prioritizing the interests of children and youth.

Budget analysis extends beyond finance, encompassing social, economic, and environmental issues affecting children and youth in hromadas. It assesses needs and aligns budget policy with hromada strategy. Research outcomes are crucial for providing feedback on laws, preparing analytical notes and reports, and developing recommendations for the Ministry of Finance, Ministry of Social Policy, Ministry for Restoration, and local authorities on necessary changes in finance, social policy, and budgeting to support child and youth development, especially in Ukraine's fragile setting.

Engaging with officials during budget analysis can shift priorities in budget design, enhance competencies in public finance management, and promote good governance principles to ensure the well-being of children and youth. Understanding gender-responsive and child-centered budgeting motivates top management and officials to create targeted budget programs for children and youth, addressing their needs and fostering the social and economic development of hromadas.

Assignment purpose:

Tasks will include, but are not limited to, the following:

- Providing expert support to UNICEF, state authorities, and local self-government bodies on the implementation and application of a people (human)-centered approach in strategic planning and management, particularly in the context of European integration and post-war restoration. This includes preparation and execution of budget, and providing public services to children and youth, ensuring the needs, especially the most devastating are met.
- Participation in:
 - Developing projects (amendments) of normative legal acts and methodological recommendations at the national and local levels in the context of human-oriented and child-centered planning and budgeting.
 - Preparing and conducting workshops on child-centered planning and budgeting at the national and local levels;
 - Conducting a comparative analysis to assess the capacity of hromadas and their financial ability to ensure an appropriate level of public services for children and youth;
 - Developing and preparing analytical, informational, reference, and training materials on people-oriented strategic planning and management, budget preparation and execution, creation and implementation of target budget programmes, and provision of public services to children and youth, taking into account their needs.
- Providing expert support for analyzing local budget expenditures directed towards social protection and addressing specific issues concerning children and youth in the hromadas as well as at rayon and oblast authorities in the a people-oriented approach. This involves developing recommendations to enhance people-oriented and child-centered planning and budgeting.
- Participating in the preparation of recommendations to improve the efficiency of state and local budget funds allocated for the social protection of children and youth. This includes strategies for attracting additional financial resources to provide planned programs and activities, as well as addressing challenges arising from the impact of war on children, youth and families with children.
- Technical and advisory assistance to partner organizations involved in the development of people-oriented strategic and program documents, as well as support for pilot hromadas within the framework of programmess implemented by UNICEF.
- Facilitating (in coordination with UNICEF) organizational support to enhance the capacity of all stakeholders at both national and local levels in people-oriented planning and budgeting.
- Advising on issues related to people-oriented strategic planning and management, budget preparation and execution, development and implementation of target budget programs, and provision of public services to children and youth, with a focus on addressing their needs.
- Providing recommendations to UNICEF partners, territorial communities, and other stakeholders involved in developing or improving Action Plans for 2025-2027 focused on the social protection of children and youth taking into account the needs and resources necessary to deliver high-quality and accessible services to children and youth.
- Participation in international, national and regional meetings and conferences.
- Revising and commenting reports and other materials prepared by partners in the frameworks of Projects with UNICEF

The consultant will work under the guidance and supervision of the UNICEF Social policy officer.

Visits to partner hromadas will be scheduled during the consultancy and coordinated in advance with the designated UNICEF focal point.

Minimum requirements:	Education	Master's degree	Advanced degree in public finance, economics, public administration or any other related technical field.
		PhD or doctoral degree is considered as a strong asset	
	Professional experience	<ul style="list-style-type: none"> • At least 10 years of professional experience in the fields of public finance, public administration and social policy with a focus at human-oriented approach. • At least 5 years of state and local budgets analysis, including taking into account the gender factor, the needs of children and youth and the analysis of target budget programmes addressed to children, youth and vulnerable people 	

		<ul style="list-style-type: none"> • At least 5 years of experience in strengthening the capacity of national and subnational officials and developing their competencies in the field of social protection, public financial management, including budget preparation and execution taking into account the interests of children, youth and people with disabilities. • Proven experience in consulting and policy development for state and local governments, including the Ministry of Social Policy, Ministry of Finance, and Ministry for Restoration of Ukraine, on strategic planning, regional budget programs, and human-centered/gender approaches; and cooperation with parliamentary groups and councils.. • Experience in reviewing laws and draft laws and preparing comments, analytical notes to them, developing recommendations to state authorities on financial and social issues at the national and local levels; • Experience in cooperation with state and local authorities in the areas of public finance, including budget analysis, and social policy. 	
	Language	Ukrainian	Advanced [C1]
		English	Pre-Intermediate [A2]
	Skills and competencies	<ul style="list-style-type: none"> • Understanding the concept of child and youth centered budgeting • Knowledge of budget analysis methodology based on gender-oriented approach • Skills in costing of social services, evaluation of the child and youth needs • Good advocacy and methodology development skills • Excellent qualitative and quantitative analysis skills • Ability to produce high-quality analytical results in a timely manner • Good communication and presentation skills • Good analytical and writing skills • Good coordination and planning skills. • Computer literacy (including Word and Excel), and able to produce briefs and strategic notes. 	

Work assignment overview:

Deliverables	Estimated Deadline	# of w/days
1. Report with the result of advisory support provided to UNICEF and partner organizations regarding the analysis of budget funds aimed at social protection and safeguarding children and youth needs in hromadas, and the development of recommendations to ensure people-oriented planning and budgeting: <ul style="list-style-type: none"> • Estimated 10 analyzes of hromada budgets (3 days per each) and 10 advocacy notes/reports with recommendations for ensuring human-centered planning and budgeting at local level (2 days per each). Held at least 5 meetings with partner organizations and partner-hromadas or other meetings on UNICEF request 	Monthly (by May 2025)	50
2. Provide consultative support to state authorities and local governments on implementing a people-centered approach in planning and budgeting and ensuring public services address the needs of children and youth: <ul style="list-style-type: none"> • Organize at least 10 workshops/events on People-Centered and Child-Centered Planning and Budgeting (3 days per each, including for preparation and reporting) • Produce at least 3 technical/advocacy documents/initiatives or contribute with inputs to available documents. studies, reports, analytical notes, which are developed by UNICEF partners (15 days) • in collaboration with partners, support with organization of 3 trainings and/or meetings, including preparing training materials, minutes of meetings, drafting reports, facilitation, delivering a topics during trainings etc. Should be preliminary agreed with UNICEF focal point (12 days) 	Monthly (by June 2025)	57
3. Provide consultative assistance in the preparation of technical documentation, letters, and amendments to normative legal acts on human-centric and child-responsive strategic planning and management, budget preparation and execution, and drafting and implementing target budget programs to ensure the provision of public services to children and youth, considering their needs	During the period of contract	33

<ul style="list-style-type: none"> • Develop or support with development of at least 8 technical documents on human-centered planning and budgeting (24 days). • Advocate for the implementation of proposed recommendations in the activities of partner hromadas, the Ministry of Social Policy, the Ministry of Finance of Ukraine, and other ministries and partners. Organize and support an estimated 3 meetings, including preparing agendas, minutes, presentations, and other relevant documents. (9 days) 		
4. Analytical/information notes in relation to the national recovery plan, PFM strategies and social policy developments <ul style="list-style-type: none"> • Estimated 5 analytical notes with the results of analysis on the relevant to social policy and PF4C topics and/or assistance with the finalization of studies, reports, analytical notes, which are developed by UNICEF partners, preliminary agreed with UNICEF focal point (<i>up to 4 days per 1 document</i>) 	During the period of contract	20
5. Final report, including lessons learnt and recommendations for further steps (for UNICEF and GoU) to strengthen child-centered public finance management and human-centered budgeting in Ukraine	By 1 August 2025	3
Sub-total:		163

Destination	Period <i>[month, year]</i>	Days
Field visits to 10 hromadas around Ukraine (upon approval from UNICEF) (up to 10 trips up to 3 days each)	TBD	20
Total:		20

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Individuals engaged under a consultancy will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants. Consultants are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected consultant is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultant are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. The vaccine mandate, does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.